

# Sending Email

In your process design, you may include a Tool element and map it to the [Email Tool](#).

Configure email server settings in the Plugin Configuration dialog box.

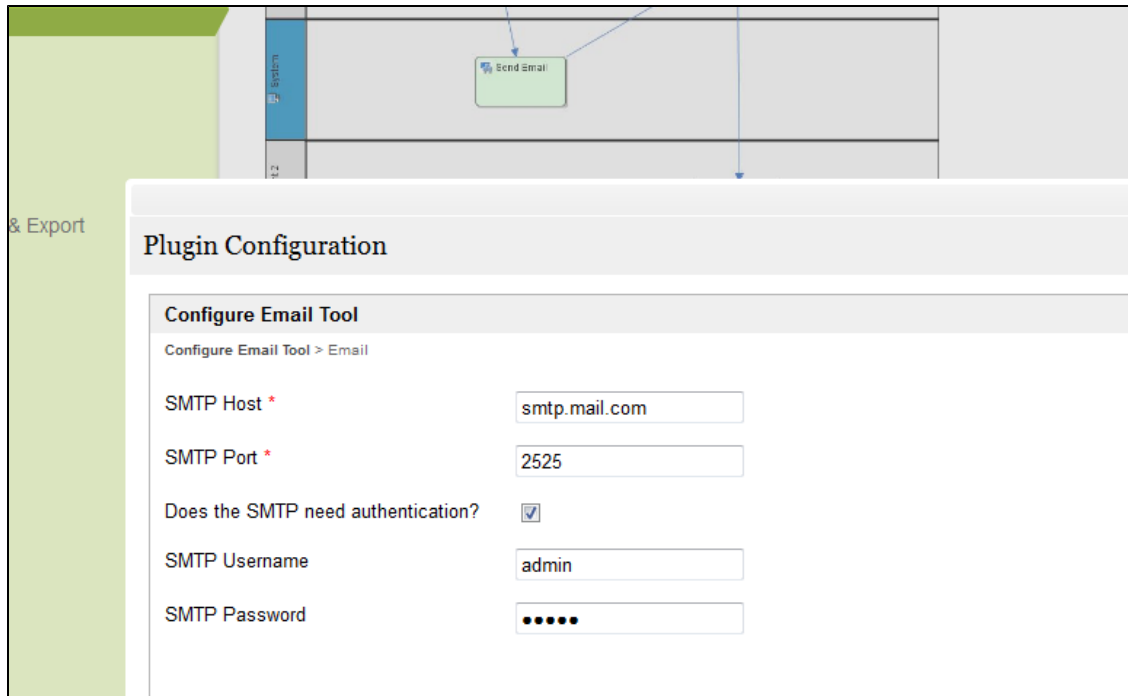


Figure 1: Email Setting

In the **Email** tab, customize the content of the email.

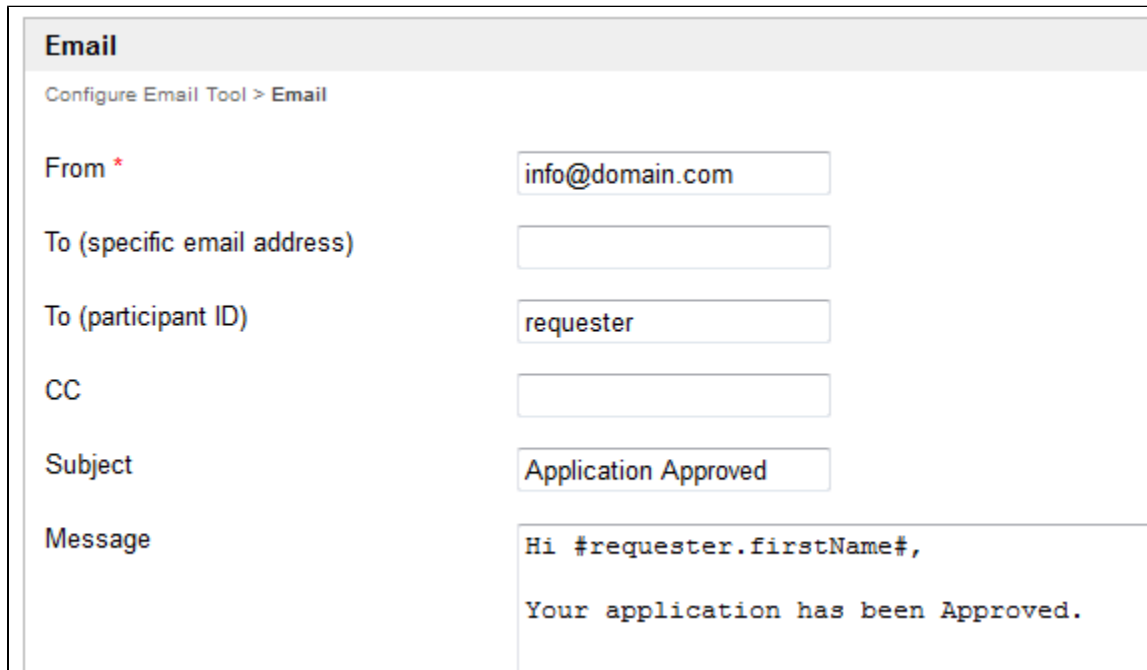


Figure 2: Customizing the Email Content

You may make use of [hash variables](#) in your email message to gain access to useful information such as requester's details, form data, etc.





## Attachments

Configure Email Tool > Email > Attachments

Form

Form Upload Fields

Field ID
<input type="text"/>

Files

Path	Type	File Name
<input type="text"/>	System Path <input type="text"/>	<input type="text"/>





   

Figure 3: Including File Attachments

You can also include file attachments in the email by looking up the files uploaded in a form or by providing a system path or URL for external files.

**Note:** If you want to setup a task notification for new tasks, please see [User Notifications](#).

#### Verifying SMTP Server Connectivity

You will need to check with the server administrator on permission for connection/port for the SMTP server. A quick way to check connectivity to the server is to execute the following command:

```
telnet mail.sampleDomain.com 25
Connecting To mail.sampleDomain.com...
```

Upon successful connection, you will see this message:

```
+OK Microsoft Exchange Server 2001 POP3 server version 1.2.3.4 (sampleDomain.local) ready.
```